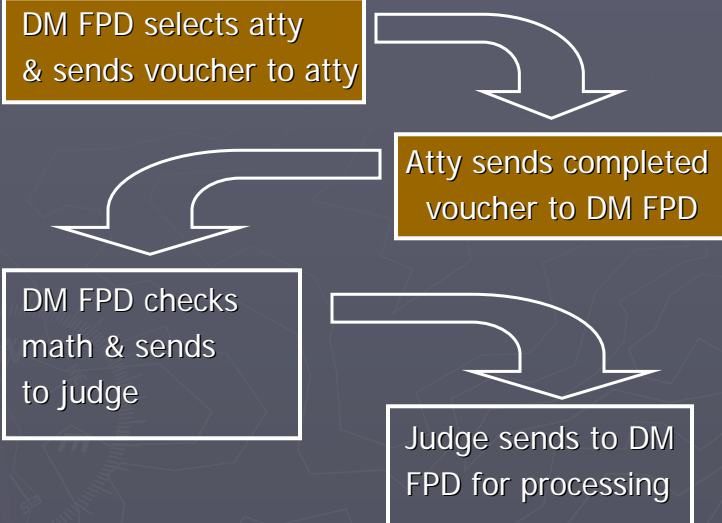
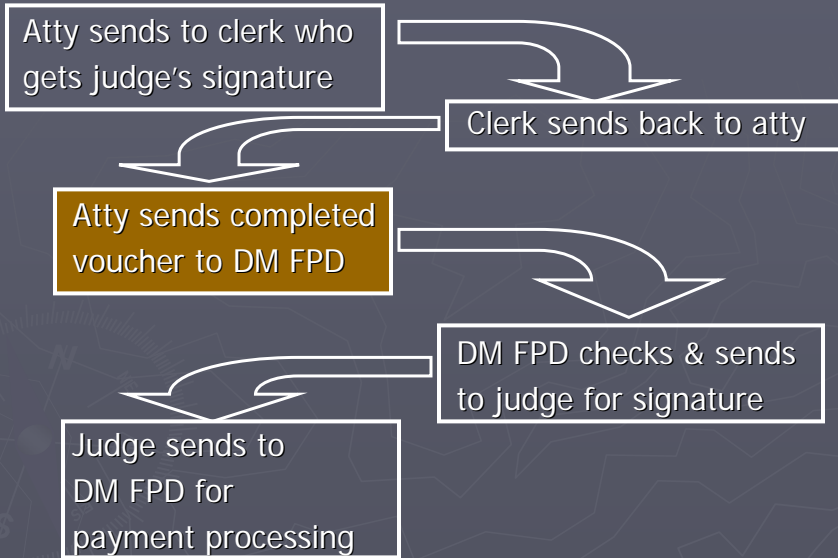


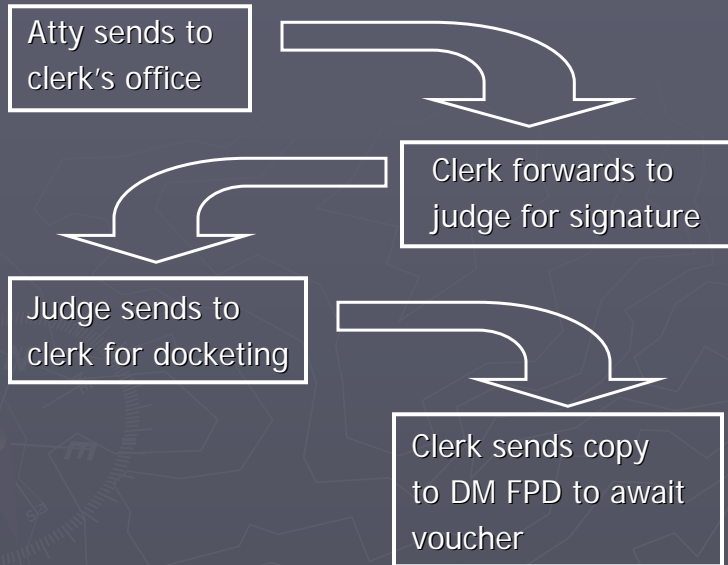
### Appointment and Authority to Pay (CJA 20/30)



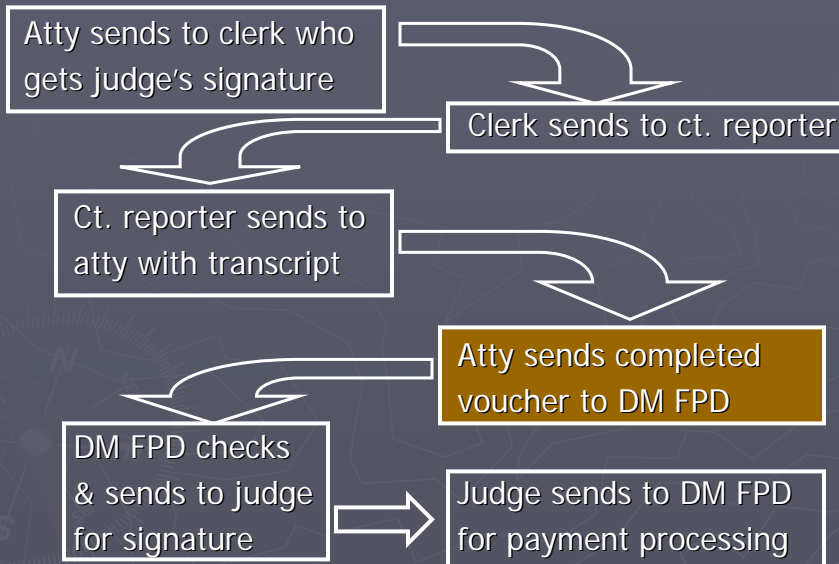
### Authorization and Voucher for Expert Services (CJA 21/31)



### Advance Authorization (CJA 21)



### Authorization & Voucher for Transcript (CJA 24)



## Tips

- ▶ Check math on forms
- ▶ Attach required letters
- ▶ Figure mileage at correct rate
- ▶ Get advance authorization when required
- ▶ Separate attached documents by different pay rates (\$90 vs. \$92)
- ▶ Don't pay postage on delivery of transcripts
- ▶ Don't file forms in CM/ECF

## Making the Change

- ▶ February & March – FPD makes 3-5 appointments/month, processes a few of each voucher
- ▶ Early April – FPD takes over Northern District
- ▶ May or June – FPD starts handling Southern District cases
- ▶ Copy Nick on letters requesting payment over limit

## Annoying e-mails

"Whoever . . . utilizes any device or software that can be used to originate . . . communications that are transmitted, in whole or in part, by the Internet . . . without disclosing his identity and with intent to annoy . . . any person . . . who receives the communications . . . shall be fined under title 18 or imprisoned not more than two years, or both."